

Student's Name \_\_\_\_\_

## Job Application Rubric

CRITERIA	EXCELLENT	GOOD	SATISFACTORY	MINIMUM	SCORE & COMMENTS
<b>PRESENTATION/ FORMAT</b>	<ul style="list-style-type: none"> <li>Overall appearance is clean, neat, and professional looking</li> <li>Printing is consistent in size and legible</li> </ul>	<ul style="list-style-type: none"> <li>Overall appearance is clean and neat</li> <li>Printing is consistent in size and legible</li> </ul>	<ul style="list-style-type: none"> <li>Overall appearance is clean and neat</li> <li>Printing could be improved, some inconsistencies in size</li> </ul>	<ul style="list-style-type: none"> <li>Overall appearance is not clean and neat</li> <li>Printing needs to be improved, several inconsistencies in size</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>6</b>	
<b>COMPLETENESS</b>	<ul style="list-style-type: none"> <li>All sections answered thoroughly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>1 or 2 sections not answered thoroughly and/or appropriately</li> </ul>	<ul style="list-style-type: none"> <li>3-4 sections not answered thoroughly and/or appropriately</li> </ul>	<ul style="list-style-type: none"> <li>5-6 sections not answered thoroughly and/or appropriately</li> </ul>	
<b>Ranking Points</b>	<b>20</b>	<b>17</b>	<b>15</b>	<b>12</b>	
<b>GRAMMAR</b>	<ul style="list-style-type: none"> <li>Correct verb tense, capitalization and punctuation used throughout the application</li> </ul>	<ul style="list-style-type: none"> <li>1-2 errors in verb tense, capitalization and/or punctuation</li> </ul>	<ul style="list-style-type: none"> <li>3-4 errors in verb tense, capitalization and/or punctuation</li> </ul>	<ul style="list-style-type: none"> <li>5-6 errors in verb tense, capitalization and/or punctuation</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>6</b>	
<b>SPELLING</b>	<ul style="list-style-type: none"> <li>No spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>1-2 spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>3-4 spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>5-6 spelling errors</li> </ul>	
<b>Ranking Points</b>	<b>10</b>	<b>8</b>	<b>7</b>	<b>6</b>	
<b>Teacher Note: Ranking Points may vary according to your grading system</b>					<b>TOTAL SCORE:</b>

Comments: \_\_\_\_\_

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